



## THE DIRECTOR'S WELCOME

# DAUPHIN COUNTY WORK RELEASE FEMALE RESIDENT GUIDE



Welcome to the Dauphin County Work Release Center. Your placement here says that you will be moving back into your community in the near future. It is crucial to your success that you prepare for that date.

It is critical that you obtain meaningful and lasting employment. This is the primary function of the program. You must work full time and as much as possible. This will support your family, as well as satisfy financial obligations imposed by the court.

Secondly, our function is to assist with special conditions imposed by your judge. Special conditions that can be completed while you are in the work release center will make your transition much easier if you have already satisfied some of your obligations to the court. This will allow you to focus on your progress as a resident in the work release center and prepare to make a positive adjustment to parole supervision so you avoid future contact with the courts. The center works very closely with the parole department and our staff can assist you in moving from incarceration to parole supervision.

A positive outlook is a key component to success. If you choose to not prepare yourself for your release, or display a negative approach to your placement at the center you are setting yourself up to fail. Residents fail because they do not accept responsibility for their actions. This leads to negative interactions with other residents, staff and employees. Often, these residents fail and are removed from the program or worse, they complicate matters by escaping. I can't emphasize enough this faulty logic. This never settles the real issue and buys only a few days, weeks, or months of freedom before facing new criminal charges. If you take nothing else from this welcome, listen when I say that escaping will not solve any problem. Accept responsibility for yourself. Focus on taking action to guarantee a successful release. Listen to your assigned officer. The staff at the work release center is here to assist you to succeed. We are looking to improve your opportunities through job development, treatment, and education. Many of these services will be offered at the work release center and I encourage you to participate in these programs. It is for the benefit of you and your family. Good luck and best wishes.

Matthew A. Miller

**The Dauphin County Work Release is operated strictly to provide you an opportunity to turn your life around and enhance your career choices.**

**Although the restrictive nature of the work release environment may seem somewhat stifling at times, this is necessary to ensure the safety of your experience while at the center, and to provide you with a healthy temporary residence, as well as to provide you with a restful atmosphere when you return to work.**

**The ultimate responsibility for your success will depend on you, and you alone. The work release staff and I, will make every attempt to assist you in any way possible as long as all rules and regulations of the work release center are adhered to.**

Matthew Miller

**Never quit.**  
If you fall...get right back up.  
It doesn't matter what happened yesterday.

**Today's a new day.**  
It's up to you to get back on track.  
It's up to you to move closer to your goals & dreams.

**You can do it.**



**IT ONLY TAKES ONE TO GET TO THE TOP OF THE LADDER (YOU).  
THE STAFF OF THE WORK RELEASE CENTER WILL HELP PULL YOU UP.  
ONLY YOU CAN MAKE IT HAPPEN!**

⊙ A ⊙  
Positive  
Attitude  
Changes  
Everything

## UNEMPLOYED RESIDENTS— Under the supervision of the Employment Transition Team (ETT)

### 1. POLICIES AND PROCEDURES

- a. Any unemployed resident placed under the supervision of ETT will be allotted up to a 30 day period to obtain employment. Employment assistance programming will be provided during this time.
- b. If the resident fails to actively engage to obtain a job or is unemployed after 30 days, ETT shall assess resident's efforts and possible impeding factors, if any, and determine if a disciplinary review is warranted to reevaluate resident's continued participation in the work release program.
- c. ETT residents will be permitted one grocery and one drop-off per week, or two drop-offs. When residents are out on grocery, they are expected to return within their allotted time with groceries and receipt.
- d. The unemployed resident will be permitted to go to religious services.
- e. Court ordered treatment is mandatory. Recommended treatment is required by work release policy.
- f. Upon successfully obtaining and sustaining full time employment for a period of 7 days, the resident will be reviewed for transition from the ETT to regular resident status. ETT status changes occur every Friday and UT's can be taken starting Monday of the following week.
- g. Should a resident with gainful employment suddenly lose that job, they will be written up and court lined to determine if the resident is at fault and if any disciplinary action will be taken.

### 2. ROLL CALL

- a. ETT residents bunked in the ETT designated area should be awake at 6:30 am daily to ensure enough time to be dressed and groomed. ETT residents will need to sign the wake-up sheet and get up when woken by staff. Residents should be standing at attention for roll call at 7:30 am ready and prepared to start their day. Morning roll call will quickly account for all ETT residents at which time residents will have their daily schedules set which could include job seeking, interviews, mandatory assigned community service and/or treatment appointments.
- b. ALL UNEMPLOYED RESIDENTS MUST REPORT TO ROLL CALL!

## WORK REQUIREMENTS/EMPLOYMENT

### 1. FULL TIME EMPLOYMENT

- a. You must maintain a full time job or close to full-time hours in order to stay at the WRC. If a conflict arises between a full time job and a part time job, the full time job takes priority. **A minimum number of hours per week as determined by the ETT is considered full time employment and must be maintained.**
- b. You can not quit a job or change employment without approval of the WRC Employment Transition Team, Deputy Director or the Director, in agreement with your assigned Casebook Officer.
- c. **When, or if, a job change is approved, you MUST give a two week notice to the employer you are leaving.**
- d. You must travel directly to and from the work site by the means of transportation approved by the work release center.
- e. No visitors are allowed at the job site or in the immediate vicinity.
- f. If a resident is approved to have a cell phone, any usage during employment must follow the resident's employer's policy and/or guidelines

### 2. SECONDARY OR PART TIME EMPLOYMENT

- a. It is to your advantage to have a 2nd, or part time job.
- b. You must submit an open door request to the Director to obtain a 2nd job or a part time job.

### 3. WHITE SHEETS (Work Schedule)

- a. On Friday, you will be given a new schedule (white sheet) listing your current schedule and a form to be filled out by your employer for the following week's schedule. This form must be completed by the employer, his or her signature affixed, and returned by you to the WRC **no later than Thursday after your shift of each week.**
- b. Failure to meet the Thursday midnight deadline will result in you being held in the center rather than reporting to the work site. **NOTE: YOU WILL NOT BE PERMITTED TO LEAVE THE BUILDING WITHOUT A SCHEDULE!!**
- c. Submit only the scheduled work hours in the appropriate spaces. Travel time to and from work will be determined by WRC Staff.
- d. No white sheet, incomplete white sheet, or late white sheet will result in loss of privileges to include UT.
- e. You are responsible to schedule all time out authorizations such as UT and treatment programs, on the white sheet. Failure to do so could result in missed treatment appointments and possible privileges.

### 4. MISCELLANEOUS

- a. Termination from any kind of employment, full or part time, may result in disciplinary action including the loss of privileges and/or return to the Dauphin County Prison (DCP). Once written up, a determination will be made at a court line hearing to determine the resident's status.
- b. Travel outside the Commonwealth of Pennsylvania is prohibited unless authorized by the WRC Director or Deputy Director.
- c. There are some employers who, by the nature of their professions and business, must travel long distances to work sites within or outside the Commonwealth. At times, this requires an overnight stay. A request for an overnight furlough must be submitted by your employer to the Director or Deputy Director, one week prior to the overnight stay. The Courts approval may need to be obtained before you can be approved. If approved a furlough sheet must be filled out by your employer. Additional restrictive measures may be outlined when this situation develops.
- d. Residents may go to Career Link by submitting a request (open door). Residents may only go to Career Link one time per week with approval until employed.
- e. The Work Release Center entrusts employers with residents' safety and the responsibility that the employer will only assign residents tasks and duties for which they have been appropriately trained and qualified to perform. If a resident feels that their job environment or the tasks that they are being assigned to perform are dangerous and a threat to their well-being due to the fact that they have not been properly trained/qualified to perform, they are to report their concerns as soon as is possible to a WR ETT Probation Officer, their assigned WR Probation Officer, an Assistant Supervisor (shift supervisor) on duty, or to a member of the Work Release Management Team. Safety concerns will be forwarded to appropriate work release staff members to investigate the resident's concerns. During this process, a resident will not be required to continue attending scheduled work hours while the reported safety concerns are investigated. Resident's found to be working in an unsafe environment, will be permitted to seek employment elsewhere accordingly. Resident's found to not be working in an unsafe environment will discuss their assigned tasks and duties with their employer and with the WRC to see if different tasks and duties may be assigned or if further training is needed. If the resident is still unsatisfied with the job duties and tasks they are assigned, they can discuss the possibility of seeking employment elsewhere with their assigned WR Probation Officer.

### 5. SELF EMPLOYED RESIDENTS

- a. May only work 6 days per week, 12 hours per day to include travel to and from the work site.
- b. Must provide evidence of a valid business which includes a federal tax ID number, PA contractors number (when applicable), proof of liability insurance, and your most current year's income tax documents.
- c. Must inform the center of any job site change prior to making that change or in the case of employment requiring frequent daily changes, a schedule of locations where you will be working must be submitted to the control center on a daily basis.
- d. Must meet with the Coordinator to go over and sign the self employment work agreement.
- e. Must fill out and submit a weekly time sheet to the fiscal department. **NOTE:** Failure to submit your time sheets will result in being held in from work and possible denial of further self employment.

## 6. JOB APPLICATION/INTERVIEW PROCESS

- a. All employment questions must be submitted to the employment transition team via the open door request form process. **ONE** open door request form can be submitted at a time.
- b. When submitting an open door for employment you should **FIRST** contact the employer to find out if they are in fact hiring, ask where to get an application (on site or online), and ask if they accept work release.
- c. When going out to a prospective employer to complete an application or to an interview, the person at the employment site who gives you the application or conducts the interview must sign the clearance form provided to verify your attendance and what the outcome of your application or interview was (either hired or not hired). **No** clearances on the weekend without prior approval from a member of the ETT staff.
- d. You may not take time off from a current job (full or part time) to go fill out an application or for an interview with another prospective employer without permission from the Director or ETT Staff.
- e. Your clearance form **MUST** be returned to the ETT staff, or control center staff before you can submit another open door. **One at a time!**
- f. When going to complete a job application or a job interview, you **MUST** conduct yourself in a professional manner...**NO** shower shoes, slippers, baggy pants, uncombed hair, head phones, stained or torn clothing. Make sure to brush your teeth, be showered, appropriately dressed, and groomed. This can only benefit you when applying or interviewing for employment.

## 7. TRANSPORTATION

- a. You must travel directly to and from the work site by the most direct route. This also applies to utility, and any other time out. **Men and women housed at the WRC may not travel to any designated location together, except for work.**
- b. It is entirely your responsibility **to know what time you must leave the center and be ready 15 minutes prior to departure.**
- c. All changes to work site locations must be reported to the WRC Supervisor along with directions to the new site prior to making the change.
- d. It is your responsibility to call the center and notify the staff of any issues during the time outside the center to include: leaving first job and traveling to second job, shifts ending early or staying later than scheduled, your ride running late, etc.
- e. You are permitted to possess and operate a motor vehicle with permission from the Director or Deputy Director. You must have a valid Pa. driver's license, current registration and proof of adequate insurance. All motor vehicle and insurance information must be entered into the Work Release Information Tracking System (WRITS) prior to use.
- f. If the vehicle to be used is owned/registered to another party, said party must provide a written & **notarized** authorization to the control center supervisor with proof of ownership.
- g. All vehicles owned by residents are subject to unannounced searches anytime or anyplace.
- h. Keys to the vehicle must be turned in to staff immediately upon return to the WRC. Keys will be secured in the resident key box attached to the proper vehicle identification tag.
- i. All resident vehicles must be parked in the rear upper row in front of the Women's Work Release Center. Residents may **not** drive **ANY** vehicle without W/R Managements authorization!

## 8. TRANSPORTATION SERVICES

### a. Work Release Center Transportation

1. Staff permitting, work release center will provide transportation services to doctor appointments (excluding hospital and clinics) and Walmart for work clothes/shoes, for a **\$4.00 fee per ride** to be billed to the resident's fiscal account. Work Release staff will not provide transportation for residents to work, unless approved by the Director.
2. All residents that need to go to Penn Dot and/or Social Security Office will only be permitted to do so on Tuesdays and Thursdays of each week and will be transported by work release staff. All residents will have to sign up at morning roll call. This includes non-ETT residents also.
3. **ANYONE NEEDING WRC TRANSPORTATION MUST SIGN UP WITH ETT STAFF AT ROLL CALL!**
4. Work release transportation is subject to be suspended or delayed due to work release staffing, contingent weather conditions, or other extenuating circumstances as deemed necessary for safety by WR Management team.

**b. Bus Pass**

1. The Dauphin County Work Release Center will provide an eleven ride Zone 1 CAT bus pass to those residents without reliable means of transportation to obtain and maintain employment, to fulfill other stipulations imposed by the Courts, or social service providers.
2. The WRC fiscal department will assess a \$20.00 fee to the resident's account for the bus pass.
3. Resident must submit a bus pass request for approval. Last minute requests may not be approved in a timely manner.
4. Additional bus passes WILL NOT be issued until after the first bus pass has been paid for by the resident and/or they have obtained employment.

**c. GPS Tracking Program**

1. The primary goal of the GPS monitoring program is to ensure accountability for the work release inmate while out in the community. GPS monitoring will ensure the work release inmate is being compliant with a preapproved schedule granting permission to authorized locations in the community for employment, treatment, or other necessary purposes. The GPS monitoring program provides a superior means to enhance community safety by holding work release inmates accountable for their behavior. This is accomplished via the closely monitored oversight of each work release inmate's activities while out of the work release center. The GPS monitoring program is also used to protect work release residents from vindictive people on the outside accusing residents of wrong doing or being at locations that are not approved.
2. GPS conditions of supervision and the equipment policy will be reviewed and signed by all work release residents assigned to the GPS program. Failure to comply with these conditions designated in the policy will jeopardize further participation in the work release program.
3. Dauphin County incurs the financial burden for the costs associated to the GPS equipment. However, should a resident damage, lose or fail to properly charge as instructed they will then be financially responsible for the equipment and a fee will be assessed accordingly. Should you escape with a GPS monitoring unit, fully expect to be billed for up to the full amount of the entire cost of a new unit when your time comes in court if damaged or irretrievable.

**TIME OUT PRIVILEGES—Time out privileges include:**

1. **UTILITY/GROCERY TIME OUT—** In order to obtain this privilege, you must be a resident in "Good Standing". This privilege is authorized by the President Judge of Dauphin County and the Director/Deputy Directors of Work Release. It is a privilege intended to allow you to meet, for a short period of time, with your family at pre-approved locations
  - A. The following **GUIDELINES** apply:
    1. Must be working full time hours.
    2. Residents moved off ETT will be eligible for Utility/Grocery time the following Monday.
    3. Your white sheet must be up to date and properly completed. You will receive two, 2 hour UT/ Groceries per week provided you follow all rules and regulations of the WRC. **PUNCH-OUT TO PUNCH-IN, NO EXCUSES! (DO NOT BE LATE)**. Utility/Grocery can be taken twice in the same day, but you must return to the WRC and report back in before leaving for the second UT/ Grocery.
    4. The time is intended to allow you family time, to get a haircut, escort your children to recreational sites, shop for groceries, or other activities as approved in advance by the WRC management.
    5. You are responsible to enter the times and date of the UT on your white sheet no later than Thursday at midnight each week. If your UT is not on your white sheet, but you're authorized by staff to go to the grocery store, specifically for groceries, you are required to return within your allotted time with groceries and receipt. All residents at UT/Grocery must return to the center by 8:00 PM nightly.
    6. Locations authorized for Utility/Grocery time are those listed in the resident guide unless special permission is obtained from the Director or Deputy Director.
    7. You may **NOT** take a bus, cab or uber to Utility/Grocery time.

**TIME OUT PRIVILEGES**—continued**B. RESTRICTIONS:**

1. **Private Residences are Off Limits!**
2. Entering any site whereby an admission charge would be necessary to contact you is **strictly prohibited**.
3. No Utility/Grocery hours will be approved before 8:00 AM unless approved by the Director/Deputy Director of the center. You may not utilize UT/Grocery over cleanup time at 2:00 p.m.
4. If you cannot explain your whereabouts while out of the work release center, you will be considered **“unaccountable”** for your time. You will be subject to the disciplinary court line process and may be remanded to DCP.
5. If you deviate from your destination by not using the most direct route, or stop somewhere without authorization from work release staff, you will be considered at an **“unapproved location.”** You will be subject to the disciplinary court line process and may be remanded to DCP.
6. The wooded area beyond the WR bus stop at the cul-de-sac and along Gibson Boulevard is considered an unauthorized area.

**C. UT APPROVED LOCATIONS****1. Restaurants/Fast Food:**

- |   |   |
|---|---|
| a. Applebee's—Harrisburg Mall               | m. Macaroni Grill—2531 Brindle Rd, Susq. Twp. |
| b. Brothers Pizza—Highpoint Commons         | n. McDonald's—Hbg. Mall or Paxton St.         |
| c. Burger King—Paxton St.                   | o. Mission BBQ—Jonestown Rd.                  |
| d. Capital Diner—Eisenhower Blvd.           | p. Olive Garden—Jonestown Rd.                 |
| e. Cracker Barrel—2525 Brindle Drive, Hbg.  | q. Outback Steakhouse—Union Deposit           |
| f. Chili's—Highpoint Commons                | r. Pizza Hut—Paxton St.                       |
| g. Dairy Queen Chill & Grill—S. Cameron St. | s. Red Lobster—Jonestown Road                 |
| h. Friendly's—Highpoint Commons             | t. Ruby Tuesdays—Paxton St.                   |
| i. Fiesta Mexico—Paxton St.                 | u. Santo's Pizza—Paxton St.                   |
| j. Hardee's - Paxton St.                    | v. Subway—Highpoint Commons                   |
| k. Hibachi Grill - Tech Port                | w. Texas Roadhouse—Union Deposit Rd           |
| l. I Hop—Union Deposit Rd.                  |   |

**2. Family Entertainment:**

- a. Ice Skating - Twin Ponds
- b. Bowling - ABC Eisenhower Blvd
- c. Hoffer Park - Middletown (April 15 through October 15 only)
- d. City Island - Mini Golf, Batting Cages, Fast Foods, etc.. (During Season only)
- e. Fort Hunter - Near the town of Dauphin (April 15 through October 15 Only)
- f. Vanatta Park—South 50th. Street, Harrisburg.

**NOTE: All Parks are limited to the period from April 15th to November 15th annually.**

**3. General Franchise/Retail Stores**

- a. Bass Pro
- b. Capital City Mall & Food Court **NOTE: Theaters are “Off Limits”!**
- c. Colonial Park Mall and Food Court **NOTE: Theaters are “Off Limits”!**
- d. Community Aid Thrift Store—Lewis Rd.
- e. Family Dollar Store-Kline Village
- f. Gabriel Brothers Dept. Store
- g. Salvation Army

- h. Highpoint Plaza.
- i. Shining Light—1310 N. 3rd. St. Hbg.
- j. Wal-Mart-Rt. 322

#### 4. GROCERY APPROVED LOCATIONS

- 1. Weis Markets & Price Rite - Union Deposit.
- 2. Giant - Kline Plaza, Route 322, Union Deposit
- 3. Walmart, Sam's Club and Aldi - Wal-Mart complex on Route 322
- 4. Target—High Point Commons
- 5. Sharp Shopper—Linden Centre Middletown (Closed Sundays)
- 6. Dollar Tree—Paxton St.
- 7. Others as approved by the shift supervisor when on the way back from work. You must call prior to stopping.

#### D. GROCERY RESTRICTIONS

- 1. All grocery bags will be searched upon return to the center and a **receipt is mandatory**. All containers must be new and sealed upon arrival at the WRC.
- 2. **No beverages, to include powdered drinks and liquid coffee creamer**, are to be purchased outside the center or brought into the center by any other means with the exception of coffee, hot chocolate and tea bags.
- 3. All food must be stored in designated cabinets and must be consumed in the dining areas provided (picnic tables).
- 4. No food is allowed in the dorm areas, to include foot lockers, or stand up lockers. You are allowed to keep non-perishable food items in the wall lockers (vicinity WRC dining areas - picnic tables).
- 5. Any items of dietary requests brought to the WRC must be approved in advance by a member of the management team.
- 6. **Home prepared meals are prohibited** from being brought into the WRC.
- 7. Theft of any groceries will result in disciplinary action with possible transport back to the Dauphin County Prison.
- 8. Relatives are authorized to shop for groceries for you as long as the Restrictions (section D) indicated below are followed.
- 9. You are responsible to provide/prepare your own meals and clean up after yourself.
- 10. You are permitted to stop after work at a take-out shop, convenience store or fast food restaurant but you must consume food in route prior to returning to the WRC provided you call the control center before stopping, return to the center on time, and bring a receipt as proof of purchase.
- 11. Residents may utilize the resident phones for delivery orders from 5:00 PM to 7:00 PM daily and Monday—Friday 12:00-2:00pm.. Delivery vendors must be pre-approved by a staff member on duty at the time of call in.
- 12. Unemployed residents are allowed to have family members drop off necessary groceries through the period of unemployment twice a week.
- 13. Residents may not take a bus, taxi or uber to/from the grocery store.
- 14. The only exception to walking to UT/Grocery will be to the Harrisburg Mall and the Dollar Tree on Paxton Street at the discretion of the management team of Work Release.
- 15. If you are remanded to DCP, any food you have in the WRC will be forfeited.

**2. RELIGIOUS TIME**

The religious services policy of the Dauphin County Work Release Center ensures all residents will be eligible for participation in religious services. Work release center staff will transport residents at pre-determined times and locations under the following guidelines.

- Protestant Services:                    4:00 PM                    Sundays:                    Christian Churches United Facilities,  
413 South 19th. St., Harrisburg.
- Catholic Services:                    12:00 PM                    Sundays:                    St. Francis of Assisi,  
1439 Market St. Harrisburg, Pa.
- Islamic Services:                    TBD                    Fridays:                    Islamic Society of Greater Harrisburg,  
407 Nth. Front St., Steelton with  
Imam Arif Shaikh.
- Jehovah's Witness                    TBD                    Saturdays                    Gibson Blvd.

Other religious denominations that are not Protestant, Catholic, or Islamic will be evaluated and accommodated on a case by case basis so that religious services for all religions are offered to those seeking to practice their faith. Family members and friends are permitted to attend these services.

If you have been transferred to the work release center from DCP, your religion has already been declared. All direct commitments/walk-ins will complete a religious inventory form in which they will declare their religious preference. While in work release, that declaration will allow you to practice and attend the religious services that you declare.

If you wish to attend religious services not listed above, an open door must be submitted to management for approval. To plan and coordinate transportation for Catholic and Protestant services, a signup sheet will be provided by staff on Saturday. Staff permitting, WR staff will transport residents to and from services.

**3. LAW LIBRARY**

Any resident requesting law library access shall submit an open door request form to the director requesting access. Management will coordinate a date and time accordingly with the Dauphin County Law Library, located in the Dauphin County Courthouse. The law library will be available to work release residents at designated times made available for the general public. The Law Library is open to the public Monday through Friday, 8:00 a.m. to 1:00 p.m.

**4. AUTHORIZED ADDITIONAL TIME OUT**

- a. Periodically, certain events will require your presence outside of the WRC. Examples of this are as follows: doctor's appointments, emergency hospital visits, meetings with your attorney, driver license renewals, and others as applicable.
- b. The WRC staff and supervisors will be as lenient as possible within the constraints of our operation guidelines. Residents not in good standing or with prior documented incidents of unaccountability should not expect this privilege.
- c. All additional time out requests must be requested using the open door form which can be obtained at the control center.
- d. All DRO appointments must be scheduled through the control center to meet with the representative who will come to the center on the first Wednesday of each month at 2:30 pm, as needed.

**5. RESTRICTIONS**

- a. When a decision is made by the staff or supervisors, it is to be complied with. No other staff member is to be approached to mediate staff decisions.
- b. Attempts to circumvent staff decisions will not be tolerated.



## CLOTHING & PERSONAL PROPERTY

### 1. ALLOWED CLOTHING

- a. 5 pairs of jeans/pants, 10 t-shirts, 10 pairs of socks and underwear, 5 bras, 2 pairs of sweatpants and sweatshirts, 5 pairs of shorts or leggings/yoga pants, 2 belts, dress/casual shirts, and 3 dresses/skirts.
- b. 3 pairs of shoes/sneakers and 1 pair of flip flops/shower shoes.
- c. 2 Work release issued t-shirts and 1 WR issued sweatshirt.
- d. 1 jacket/coat and 1 pair winter gloves.
- e. 1 Hat (cannot be worn within the WRC). **Any head wrap or nylon style wave caps may be worn for sleeping and in bunk area ONLY.**
- f. 1 collapsible umbrella (18 inches maximum)
- g. When a resident's job necessitates additional clothing more than the allowable amount, the resident is responsible to submit a request to the Director, Deputy Director or Supervisors justifying his request.

**NOTE:** Any clothing articles not on the list above, or in excess of the allowed amounts are subject to confiscation. In addition, adverse action may be imposed. (Loss of Privileges)

### 2. CLOTHING RESTRICTIONS

- a. All clothing brought into the WRC must be approved and inventoried by the WRC staff. The initial drop off to the WRC should take place on the first day after orientation is over. Inappropriate attire will be addressed by Officers and possible disciplinary action can be taken.
- b. All spandex, tight fitting clothing and/or material.
- c. Pants worn below the hips. Belts must be worn to hold pants up. Pants worn below the waist are subject to confiscation.
- d. No sleeveless tops or hats. Hats may **ONLY** be worn in the recreation yard or outside of the WRC.
- e. Clothing exhibiting inappropriate logos such as cannabis leaves, beer, profanity, vulgar or indecent words, scenes or graphics, political statements, or any others deemed inappropriate by the WRC staff will be confiscated. Clothing, shoes, hats and coats with hidden compartments may be confiscated
- f. You are to be properly attired at all times. **When entering the WRC you have no more than 5 minutes to put on the WR shirt.**
- g. Sleeping clothes will not be worn outside the WRC buildings or in the dayroom area. No house coats/ robes permitted in the work release center.
- h. You must be properly attired when going to and coming from the bathroom/shower. Shorts, t-shirt and undergarment will be worn at a minimum. **Undergarments must be worn at all times.**
- i. Expensive clothing such as leather coats, shoes, boots, sneakers or other items are **not** to be brought into the center. Should you disregard this rule, any loss, theft, or damage of mentioned items is your personal liability.
- j. All WR clothing and linens must be laundered prior to your release.

### 3. PERSONAL HYGIENE

- a. You will take daily showers while housed at the WRC. In addition, you must brush your teeth daily.
- b. Clothing that has been worn will be washed on a weekly basis. Obviously, common sense prevails, if your clothing is extremely dirty and emits an unpleasant odor, they should be washed when taken off. Any complaints by other residents regarding foul smelling environments will result in staff actions to eliminate the problem.
- c. Laundry rooms are available for your use from 7:00 AM through 9:00 PM only. You are not to remain in the laundry room while clothes or bedding is being washed or dried. All laundry must be done in the center unless authorized by WR management to be taken out of the facility. You will be provided 1 black laundry bag at the cost of \$4.00 that will need secured in your storage provided within the dorm area when not in use.

#### 4. SPECIAL CLOTHING REQUIREMENTS

- a. **Colored Shirt** - The WRC t-shirt or sweatshirt, provided upon arrival, is to be worn at all times within the center except when showering or dressing for work. Women will be designated royal blue, men—navy, red and green and residents without employment on ETT will wear fluorescent green. **WRC issued clothing cannot be worn outside the center.**
- b. **Bunk Arrest** - When placed on bunk arrest for violation of the WRC rules or regulations, you must wear the orange pull over shirt. This shirt must be worn properly, not worn rolled up or half worn, and may only be removed when authorized outside the WRC or when taking a shower.
- c. **Jewelry** - No jewelry is to be worn in the WRC except for:
  - ⇒ 1 Wedding ring, 1 functional watch. No jeweler's (expensive) watches or jewelry are authorized.
  - ⇒ 1 Religious medallion no larger than 1 1/2 inches on its largest side. All necklace type chains, medallions, etc., must be worn under a t-shirt or other type clothing. If found outside the shirt, this jewelry may be confiscated.
  - ⇒ 1 pair of earrings no larger than 1 inch in diameter (Dress for Success guidelines)
  - ⇒ No facial or body jewelry is to be worn in the WRC unless deemed to be irremovable by WRC staff or Prime Care Medical staff.
- d. No polish, body sprays, oils or perfume permitted.
- e. Female offenders may have makeup. Any resident with an excessive amount of make up may have those items confiscated by staff. The makeup may **NOT** be in glass containers. **No colored contacts, fake eye lashes, or nail polish.**
- f. Hair color, perms etc. are only permitted for use with prior staff approval. You may not increase the length of your hair, no extensions. Residents' appearance may not be altered without management approval.

#### 5. SECURITY

- a. You will be issued **two combination locks** upon entry to the center during your initial orientation for your foot locker and food locker. It is your responsibility to secure all personal items of value. Personal locks are forbidden. Bunk areas are subject to search at all times and non WR issued locks will be cut off.
- b. All padlocks must be turned into the work release center upon your successful release.
- c. Do not loan personal property to other residents. In the case where a resident in possession of your property is removed from the program, you will lose your property loaned to that individual.
- d. One purple tote bag, with a draw string, will be provided and charged to the resident \$1.00 for daily use in and out of the center. Residents will not be permitted to use any other backpack, duffle bag, brief case or other type of bag unless authorized by management.

### ELECTRONICS & TELEPHONES

#### 1. PERSONAL DEVICES

- a. Stereo radios, alarm clocks or clock radios of any kind are **Not Allowed!!**
- b. Miniature TVs, or any other type of TV such as video game systems that play DVDs - **Not Allowed.** No video is allowed from any electronic device of any kind.
- c. Cell Phones - Any request for possession of a cell phone must be made in writing to the Director or Deputy Director via an Open-Door Request Form. Cell phones are contraband and not to be utilized when outside of the work release center without the authorization of work release management. All cell phones confiscated as contraband may not be returned. Any resident approved to use a cell phone will follow the WRC policy and procedures pertaining to their use and storage.

## 2. AUTHORIZED DEVICES

- a. Personal music listening devices (MP3, walkman radios) - are allowed 10 inches in size or less. When used, a **headset** is required to ensure the quiet atmosphere for others to acquire needed rest after work. These devices may **not** have video capability or camera capability to take pictures/photos. If told to repeatedly turn down the headset it will be confiscated.
- b. **Video game systems, hand held games or any kind of electronic videos will NOT be allowed in the WRC.**
- c. Laptop Computers - Allowed only for students who can show a need. Must have written authorization from the Educational Facility (School). They can only be used in the vicinity of the WR Control Center, visible to the centers staff when in use! You must sign a waiver granting WR staff access to personal information including passwords.
- d. Any purchases of electronic devices listed here require a copy of the sales receipt and the serial number is to be provided to the control center to be kept in your personal file in the event of a dispute over possession.
- e. Any personal device left unsecured will be confiscated by the WRC Staff. ETT residents are not permitted personal devices.
- f. Any resident authorized by the Director of the WRC or designee to possess and use a cell phone must abide with the Residents Cell Phone Policy & Procedure. Accessing all forms of social media shall not be utilized to protect the resident, the WRC, or Dauphin County in a negative manner.
- g. Tablets are available for work release residents between the hours of 06:00 am and 10:00 pm. Ear buds must be worn when using the device. You may sign out a tablet by providing you work release ID to a Work Release Probation Officer.

## 3. TELEPHONES

- a. Collect telephones are available for resident use. Residents will be assigned a pin number upon entering the facility to utilize the phones. All collect calls on these phones will be billed to the party being called after the party has established a pre-paid account (1-866-230-7661) for the resident. **All calls may be monitored and recorded.**
- b. There are 2 ways to purchase phone minutes:
  1. You or your family can set up an account up at [www.GTL.net](http://www.GTL.net) and apply money directly to your account using a credit card.
  2. Cash money can be given to the Work Release Fiscal Department Monday – Friday 7 am – 3 pm to have money added to the resident's account.
- c. Once the funds are in the account, follow the automated prompts on the phone system and dial 1 for debit to place calls with your purchased or available funds.
- d. Calls from the Control Center are not authorized except for emergency purposes and with authorization of the WRC Shift Supervisor. **When a call is directed by the WRC staff, no charge will be required.**
- e. Telephone calls to coordinate rides for work are not authorized from the control center. You must use the resident phones or tablets.
- f. No personal messages will be relayed by the WR staff. **ONLY EMERGENCY MESSAGES WILL BE FORWARDED TO THE RESIDENTS.**

## 4. MOVIES/TELEVISION

- a. All movies must be rated "G", "PG", OR "PG-13". Unrated and "R" rated movies are not allowed in the WRC.
- b. Movie/TV viewing times: 7:00 AM to 3:00 PM and 5:00 PM to 9:30 PM daily.
- c. A resident may bring a movie into the WRC; however, such movies are considered "donations" to the WRC residents. Residents are prohibited from keeping any viewable material in their bunk area.
- d. Any movie donated to the WRC must be legally obtained. No bootleg copies/home recorded movies are allowed. Red Box is not allowed.

## DORM AREA; KITCHEN; AND GENERAL MAINTENANCE

1. **DORM AREAS** - Will be maintained in a clean, neat and orderly condition at all times. Minimal requirements are as follows:
  - a. Beds will be made to military standard any time they are unoccupied. (See pictorial provided at the end of this guide—Page 18)
  - b. All clothing not worn, must be stored in provided stand-up lockers or foot lockers. The only exceptions are wet towels and washcloths which must be hung from the stand-up lockers towel bars only.
  - c. Your assigned dorm area must be cleaned daily. This is to be done during a regularly scheduled WRC clean-up period. All assigned furnishings (metal bed parts and lockers) will be cleaned with disinfectant.
  - d. No items may be placed on your standup. Foot Lockers may only have 1 towel draped over it.
  - e. All food and foot lockers must be secured with combination locks provided by the WRC if personal property is maintained therein.
  - f. **No eating or food storage within the dorm areas!** Any food items found will be confiscated.
  - g. All linen must be laundered a minimum of every week (sheets, pillow cases, towels ).
  - h. Routine daily inspections will be conducted. Failure to maintain standards will result in loss of privileges.
  - i. Rooms may not be decorated. Nothing will be hung on the doors or walls. All items hung on the walls or door will be confiscated.
  - j. You will **report to your dorm area/bunk at 2:00pm and 8:30 PM daily for details and count**. After details are completed, an accounting check of residents will be conducted. **No time out for open doors, UT, or groceries will be authorized until clean-up is completed**.
  - k. All residents returning from work by 4:00 AM are required to participate in clean up details @ 2:00 PM.
2. **KITCHEN** - Upon entry to the WRC, all residents are assigned to a kitchen area and food storage areas, such as refrigerator and freezer space, and storage cabinets. However, due to a lack of one-on-one space availability, “Honor System” sharing is the only option for the present time. That is, you must share refrigerator, freezer, and cabinet space for food storage with other residents.
  - a. Pots & Pans - Will be supplied by the center. When you use a pot, pan or other kitchen utensil(s), you will wash them.
  - b. You may purchase a lockbox to secure your food. The lockbox may not exceed 12x6x5 inches. You may provide your own lock for this lockbox. Staff may cut lock off when resident is not available to remove it, or refuses to remove it. Any lockboxes or lunch bags for work must be approved by management.
  - c. **All food must be consumed at the picnic tables provided**. All other areas of the WRC are off limits such as the TV viewing chairs/area, laundry rooms, bathrooms/showers, stairways/ramps, dorm areas, etc.
  - d. You must use only your assigned kitchen. Kitchens close at 8pm with night detail to follow at 8:30pm. PO's should be notified prior to using the kitchen after 8:00 p.m.
  - e. ETT residents, if not out of the center at work or treatment, must prepare and eat their meals prior to evening clean up. Once the kitchens are cleaned, only those out of the center will be permitted to use them.
  - f. You may NOT recycle grease or store it for cooking later. Instead, ALL grease must be placed in the designated WR containers, within the kitchen area, and WR maintenance will dispose of the grease.
3. **GENERAL MAINTENANCE**
  - a. **Scheduled Details** - A schedule of those residents who are mandated to assist in general cleaning of the work release center will be made known by the shift supervisor on a daily/weekly basis. The shift supervisor will make every attempt to allow you sufficient rest time; however, when assigned to the clean-up crew, it is essential that you comply and do a good job for the benefit of all residents. Refusal to clean will result in disciplinary actions.
  - b. **Unannounced Details** - At times, unscheduled work may be necessary to ensure the safety and betterment of all residents, such as snow removal, maintenance problems which create unsanitary conditions (leaking drains in bathrooms), unloading of delivery trucks, etc. During these instances, the shift supervisor may not have time to “schedule” residents to work. Your cooperation and assistance during unscheduled situations will be voluntarily subscribed; however, given no volunteers, mandatory assistance may be directed.

c. **Detail tasks include, but are not limited to:**

1. Tile Floors swept, wet mopped and buffed.
2. Bathrooms and Showers are to be cleaned and disinfected daily.
3. Laundry rooms are to be swept and wet mopped. Laundry room floors will not be buffed.
4. Kitchen countertops will be cleaned, sinks scoured, and cabinets cleaned out.
5. Garbage Cans are emptied at cleanup and also on an "as needed" basis.
6. WRC administrative office trash cans are to be emptied on an as need basis.

**NOTES: 1. Above list is not all inclusive.**

**2. Any resident who returns to Work Release after working third shift may be excused from the 2PM scheduled details.**

**4. LIGHTS OUT:**

- a. **10:00 PM all residents need to be in their dorm rooms. 10:30pm lights out.**
- b. All noise producing appliances, TVs, radios, computers, equipment, etc., will be turned off.
- c. Any special requests to watch TV beyond lights out (etc. Super Bowl, World Series) will be at the discretion of the shift supervisor. However, lights will be turned off.
- d. A **quiet period** will be observed **Monday through Friday from 3:00 PM to 5:00 PM - No Television!** All residents must report to their rooms.
- e. All residents are required to remain in their respective bunk area until 5:00 AM lights on. The only exception are those residents getting ready for work.
- f. Any resident who returns to Work Release after 10:30 PM will have one hour to eat and shower before returning to their dorm area. You may not play board games or cards.

## PERSONAL BEHAVIOR

### 1. RESPECT & COURTESY

- a. Respect and courtesy must be maintained toward all staff members and residents.
- b. Speech is to be civil, of moderate tone (no raising of the voice), free of profanity, obscenity, and vulgarity.
- c. No obscene gestures will be tolerated.
- d. You must abide by all rules and regulations of the WRC.
- e. No overt behavior or confrontational attitudes, as perceived by the WRC staff, will be tolerated.
- f. Directive guidance and advice of all work release staff, sworn and unsworn, must be abided by at all times.
- g. Material that would encourage illegal or illicit behavior will not be tolerated. Identification of illicit material is up to the discretion of the shift supervisors and staff.
- h. Any contact that is sexual in nature will not be tolerated while at the work release center.

### 2. USE OF TOBACCO PRODUCTS

- a. **Resident use of tobacco products within the confines of the work release center or at work release activities is prohibited.** The possession of lighters, matches, cigarettes, vapor cigarettes and/or any form of tobacco is prohibited. Any resident caught with cigarettes, other forms of tobacco, lighter, or matches will have these items confiscated and they will not be returned. Any resident caught smoking or using any other form of tobacco within the confines of the work release centers, either inside or outside, will be subject to disciplinary sanctions up to and including removal from the program.

### 3. WEAPONS

- a. Possession of a weapon or anything that can be construed as a weapon is strictly prohibited.
- b. Should you be returned to DCP for a weapons violation, new criminal charges can be filed.

#### 4. GAMBLING

- a. No gambling, legal or otherwise, is permitted within the work release center including playing poker.
- b. Purchase, distribution, or sale of lottery tickets, charity tickets, door prize tickets, etc., will not be tolerated.
- c. There will be NO gambling on any electronic device (cell phone, laptop, tablet etc...)

#### 5. OFF LIMIT AREAS

- a. **All dorm areas other than the one assigned to you are off limits.**
- b. Requests to visit other dorm areas can be obtained by requesting permission of the WRC staff.
- c. All WRC administrative offices and the control center are off limits. Residents must be accompanied by a WRC staff member or probation/parole officer to these locations.

#### 6. MISCELLANEOUS

- a. Buying or selling anything to other residents is prohibited without the full knowledge and approval of the Work Release Supervisor or Deputy Director.
- b. Any resident caught stealing will be returned to DCP and could face additional criminal charges. This includes being in possession of contraband (stolen merchandise, unauthorized pagers, cameras, cell phones, watches, jewelry, etc..)
- c. **The consumption of alcohol, use of illegal drugs, or possession of drugs is not permitted at any time.** This includes mouth wash, cough medicine, after shave lotion, cologne, and other items which have alcohol as an ingredient. Underarm deodorant is the one exception to this rule.
- d. The possession, use or abuse, manufacturing or sale of any legal or illegal mind/mood altering chemical/substance, including, but not limited to, synthetic marijuana, Kratom, Tianeptine, Betle nut/Areca nut, and Addall are prohibited.
- e. The consumption of Dyna-Pep or any energy drinks is not permitted at any time.
- f. Do not ingest any food containing poppy seeds.
- g. Any subsequent drug testing requested for confirmation purposes will be at the cost of the resident.
- h. **BUNK ARREST** - This disciplinary action is used in lieu of return to Dauphin County Prison. It is intended as constructive criticism. You are to wear the orange shirt provided at all times and are restricted to your bunk.
- i. Failure to submit to a request for urine sample or alcohol breath test is an automatic "return to DCP" for such unacceptable behavior.
- j. All credit/debit cards used by offenders must be the personal property of the offender using the card. Access/EBT/Welfare/Debit & Credit Cards used by someone other than the owner of the card(s) is not authorized and could lead to charges being filed.
- k. All residents must submit to an unclothed strip search upon entry to the work release center or at the request of the work release staff. Failure to do so is an automatic return to DCP.
- l. You are authorized to receive one magazine/newspaper subscription at the center. **NOTE: No pornographic magazines or videos are authorized, or magazines/materials deemed inappropriate by the WRC officers.**
- m. Small umbrellas that collapse to under 18 inches are permitted and must be secured in the residents wall locker. Large umbrellas will be confiscated.

### Medical/Treatment/Community Service, etc.:

#### 1. MEDICAL:

- a. Prime Care Medical Incorporated provides limited medical assistance to residents. See staff for the nurses schedule. Certified registered nurses provide medical observation and evaluation of any resident with medical concerns. A certified licensed nurse practitioner will be on site once a week upon request. All are licensed through the state of Pennsylvania.
- b. Prime Care Medical Incorporated will maintain all confidential records which will not be available to the public or other residents of the work release center.
- c. If emergency medical concerns arise, work release staff will contact an ambulance for emergency medical treatment and/or provide emergency transportation to a local hospital.

- d. It is your responsibility to provide your own medical coverage/insurance. The Dauphin County Work Release Center, nor any of its agencies will be responsible for any medical expenses.
- e. Doctor prescribed medications and DCP medications may be brought into the WRC. The medications will be registered and secured by the WRC staff. A register will be maintained and your signature affixed when medications are initially recorded and subsequently received by the resident.
- f. A pill call will be conducted daily, supervised by the WRC staff, so that prescription drugs may be self-administered by the resident. There are some medications that are not authorized by PrimeCare to be taken out of the center for self-administration and these medications must be self-administered while in the work release center under WRC staff supervision.
- g. **You may not have narcotics in the WRC.** You must have your doctor prescribe an alternative and it must be approved by Prime Care. Benadryl and all antihistamines must also be approved by PrimeCare.
- h. Cold & Flu over-the-counter medications are allowed with the exception of any PM medications including Melatonin. All such medications must be free of alcohol and dispensed by a Work Release Officer during scheduled pill calls. Any over-the-counter medications must be in pill form and turned over to the Control Center upon entry into the center.
- i. **Pill call times with staff: 12 :00 AM; 2:00 AM, 4:30 AM, 6:00 AM, 8:00 AM, 10:00 AM, 2:30 PM, 4:30 PM, and 8:30 PM.**
- j. Any medications not recorded on the WRC medical register will be considered contraband and may result in disciplinary action. This includes medications found anywhere on the property of the work release center or vehicles which are intended for your use, even if operated by private citizens.
- k. In the event of any **spilled blood or bodily fluids, do not make any attempt to clean up.** The WRC staff will take charge of this type of event to include disposal of hazardous waste.

## 2. TREATMENT PROGRAMS:

- a. Attendance of treatment programs, conducted outside the center, must be ordered or approved by the Court.
- b. Examples of treatment programs include - Stress & Anger Management; Drug & Alcohol seminars, out patient counseling, etc.
- c. Refusal to attend Court Ordered Treatment programs may result in your return to DCP!
- d. All court ordered or recommended AA/NA meeting must be attended at the work release center. The only exception to this is if there is a conflict with work and must be pre-approved by the Director or Deputy Director.
- e. If a resident, knowingly, intentionally or repeatedly fails to attend any scheduled counseling/treatment sessions (such as but not limited to drug, alcohol, mental health counseling/treatment) as determined by the work release center, may be charged a \$25.00 fee by the Work Release Center.

## 3. COMMUNITY SERVICE:

- a. "Court ordered" community service is mandatory while you are a resident of work release. There will be times when residents who are **not court ordered** will be required to conduct community service details.
- b. It is your responsibility to sign up for, and participate in community service when so ordered by the courts or staff of the center.
- c. The control center will have various locations and contact phone numbers for you to use in order to complete the number of court ordered hours.
- d. Refusal to perform community service may result in your return to DCP!

## 4. PERSONAL IDENTIFICATION:

- a. You must have your issued Identification card with you at all times. Failure to have this ID may result in disciplinary action.
- b. When applying for part time or secondary employment, this ID card can serve as one of two forms of identification required for Immigration and Naturalization (INS) purposes.
- c. If your ID card is lost a \$3.00 fee will be charged to replace it.

**5. FUNERALS:**

- a. You are permitted to attend the viewing and funeral (if conducted on the same day) of immediate family members identified as parent, brother, sister, child, spouse, grandparent, or legal guardian. If the viewing and funeral are conducted on separate days, inform the WRC Deputy Director, on an open door form, as to which you are requesting to attend.
- b. The open door form/request must contain a copy of the obituary and indicate the proof of relationship to the deceased.

**6. HOSPITAL VISITATIONS:**

- a. When you are blessed with the birth of a newborn, you may have two (2) hours of visitation at the hospital with your spouse or girlfriend and baby **after** the baby is born.
- b. Other hospital two (2) hour visitations are authorized following emergency surgery or terminal illness situations. Medical documentation must be submitted with an Open Door request form to the Director or Deputy Director. Immediate family only!

**7. COURT APPEARANCES/HEARINGS:**

- a. A resident whom is scheduled for a revocation hearing or court appearance scheduled at the Dauphin County Courthouse or central court at DCP will be transported by staff. Residents will also be subject to an unclothed contraband search prior to leaving work release for said hearing. Any court ordered hearing or court appearances Dauphin County Magisterial District Justice requires the resident to provide their own transportation. WR will not provide transportation.
- b. If an out of county hearing or court ordered appearance is necessary, the agency requesting your presence is responsible for transport to the courthouse, MDJ office, or other approved location. This will be done by their sheriff's department or other approved law enforcement department.
- c. Any other request for transport requires a letter of request on official letterhead by the agency requesting to transport you to a hearing or court ordered appearance. Example: your attorney!
- d. Video conferencing is available at work release upon request from other arresting agencies or counties.

**FINANCIAL SECTION****1. BANKING:**

- a. All banking visits must be pre-approved by the shift supervisor or his/her designee. The **closest** branch to the work release center must be used.
- b. You are allowed to have **no more than \$60.00 on your possession at any time while housed at the WRC**. Should you need one, the WRC supervisor will allow you to open a checking or savings account.
- c. **Check cashing** - This will only be done when pre-approved by the shift supervisor to include the location whereby checks are to be cashed. The action must be done during Utility or Grocery Time, or on the way to and from work.
- d. **Resident savings**—This is available at the WRC. All monies placed into the resident savings account will be returned when discharged or unless needed prior, for example, to secure housing, payoff fines, etc.
- e. **DIRECT DEPOSIT IS NOT AUTHORIZED** If you do you must immediately cancel it and ascertain your employer sends your paychecks directly to the work release center. If direct deposit is mandated by your employer, you must provide us with copies of your pay statement within 24 hours of the date you are paid. We will then send you an invoice that you will need to pay within 48 hours.

**2. FINANCIAL AGREEMENT:**

- a. While housed in Dauphin County's Work Release Center, you will be given a financial agreement that you must read and sign your signature as acknowledgement thereof. You **must** read and understand the entire document. Failure to follow any instructions and procedures as outlined in the fiscal agreement will result in disciplinary action against you.



b. Some of the Highlights of mentioned agreement are listed below:

1. **Rent**, a minimum of **Twenty-three Percent (23%)** of your GROSS from full time income will be deducted by the work release financial department for rent during your stay at the Center. This money will come out of your primary employment check **only**, or the largest of the checks received if you work more than one job. **Note:** When you work more than one job, **the Financial Department will determine which job is the “primary job”**.
2. **A total of twelve percent (12%)** of your full-time **gross** pay will be deducted and applied to Dauphin County Fines. (We will first charge for active Dauphin County fines\* dockets (\* Fines, Includes fees, costs, or restitution); if active fines are paid in full we will charge for inactive fines owed.
3. **An initial security deposit of \$150.00 will be charged. A minimum of 10% will be deducted from a minimum of 4 paychecks (weekly or bi- weekly) received after your entry into the program.** If you owe the WRC from the past or you are otherwise not in good standing with the fiscal department (late with payments), additional security charges may be deducted.
4. **Other deductions/charges** will include \$3.00 for your WRC ID Tag; \$2.50 for your hygienic kit; \$1.64 for bag lunch provided the day of your transfer from Dauphin County Prison; \$1.00 for tote bag; \$0.25 per day laundry fee; \$4.00 for tablet ear bud replacement set.
5. A **minimum of fifty percent (50%)** of the **NET** income from any secondary or part time employment will be deducted for any fines and costs, or child support arrears that you owe. **NOTE:** You can voluntarily request, using the open door policy, up to 100% of your part time income for payment on fines & costs and child support arrears. **Part-time checks** may also receive deductions for medical expenses, and also for any arrearages you owe the Financial Department. Rent will not be deducted from part time checks unless you owe rent arrears.
6. **”Bonus Income:** Any bonus income you might be paid for will be treated the same as normal income for purposes of calculating the expenses you owe through the work release center.
7. **Paychecks must be mailed by the employer to the Work Release Fiscal Department. Residents may not hand deliver checks to the work release center without prior approval of the fiscal supervisor or work release supervisor.**
8. In the event that a pay check cannot be issued, and with prior approval of the financial supervisor, alternate forms of payment are: certified check, cashiers check, money order, etc. Use of the aforementioned modes of payment must be explained using the open door policy. **Cash is not an acceptable** form of payment except in the form of gratuities as the result of labor performed at the place of employment.
9. Any damages inflicted on the facility or it’s property will be paid by the party found to be guilty.
10. If you hold or cash your check, or receive unreported money from your employer (under the table payroll), you may be returned to DCP. For any unreported payroll money, you and your employer will be reported to the IRS.
11. When you leave the work release center, all rent or money owed to the center must be paid or you may be charged with “theft of services”!
12. If you have questions you may put in an open door request form to the Director, Deputy Director or Fiscal Supervisor.

\*NOTE: These are only a few examples of our deduction policies and these are subject to change. **Please refer to your general fiscal agreement for more definitive and up to date policies.**

## WORK RELEASE CENTER CONTACT PHONE NUMBERS:

- a. WRC FAX: **717-780-7371**
- b. Female WR Control Center: **780-7001; 780-7002**

**NOTE: These are the “only” numbers you may call.**

- c. **DO NOT CALL THE DIRECTOR or DEPUTY DIRECTOR FOR ANY REASON! (YOU MUST USE THE OPEN DOOR PROCESS).**

**IN CASE OF EMERGENCY, CALL THE CONTROL CENTER AND EXPLAIN THE SITUATION. ALWAYS CONTACT THE CONTROL CENTER BEFORE MAKING ANY CHANGES IN YOUR ALLOWED SCHEDULE.**

## RESIDENT DORM AREA DIAGRAM



**YOUR BUNK DORM/AREA IS TO BE MAINTAINED TO THE STANDARD AS SHOWN ON THIS DIAGRAM AT ALL TIMES!**

1. Shoes, boots, and shower clogs will be stored neatly under the bunk when not being worn.
2. Any clothes or other items that do not fit in the foot locker, or stand-up locker, are to be removed from the work release center.
3. Towels and wash cloths will be hung from the handle on the stand-up locker or draped over the top of the foot locker.
4. Nothing should be stored on top of the stand-up cabinet/footlocker, or hung from the bunk.
5. You are responsible to “secure” all personal items. Any theft of unsecured items may result in disciplinary action directed against you for failure to follow directions.

**NOTE:** During winter months only, one winter coat may be folded neatly and placed in the footlocker, stand-up locker, or hung on the designated hook in your dorm room.

# ZERO TOLERANCE FOR SEXUAL ABUSE AND SEXUAL HARASSMENT

## RIGHT TO REPORT

If you, or another work release resident you know, are experiencing sexual abuse or sexual harassment, Dauphin County Work Release wants to know. We want you to report right away. Why?

- We want to keep you safe! It is your right to be free from sexual abuse and sexual harassment.
- We want to conduct an investigation of the reported incident.
- We want to hold the perpetrator accountable for his/her actions.
- We want to provide you the relevant information and support services.

## HOW TO REPORT

Dauphin County Work Release offers multiple ways to report sexual abuse and sexual harassment. Reports can be made anonymously.

- Call the County Reporting Line, which is answered 24 hours a day, seven days a week, by the Pennsylvania Department of Corrections at 1-844-429-5412.
- Report to any staff, volunteer, contractor, medical or mental health staff.
- Submit an “Open Door” form to management.
- Report to PREA coordinator or PREA compliance manager.
- Tell a family member, friend, legal counsel, or anyone else outside the facility. They can report on your behalf by calling the above reporting line or by calling the Criminal Investigation Division (CID) of the District Attorney’s Office at 717-780-6200.
- You can submit a report on someone’s behalf, or someone at the facility can report for you using the ways listed here.

## VICTIM SUPPORT SERVICES

The YWCA of Greater Harrisburg provides survivors of sexual abuse with emotional support services. Your work release assigned parole officer can arrange services for you. Additional contact information: Male and female survivors, friends and loved ones may call the YWCA at 717-238-7273 for times and locations of support groups or send a letter to the YWCA at 114 Walnut St, Harrisburg, Pa. 17101. The crisis hotline number is 1-800-654-1211.

## FALSE REPORTS

- A Person who knowingly gives false information may be subject to discipline within the facility and/or criminal charges under Title 18, §4906. A report made in good faith, based upon a reasonable belief that the alleged conduct occurred, is not false reporting.
- Misuse of the County Reporting Line may result in your remand to the Dauphin County Prison.

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